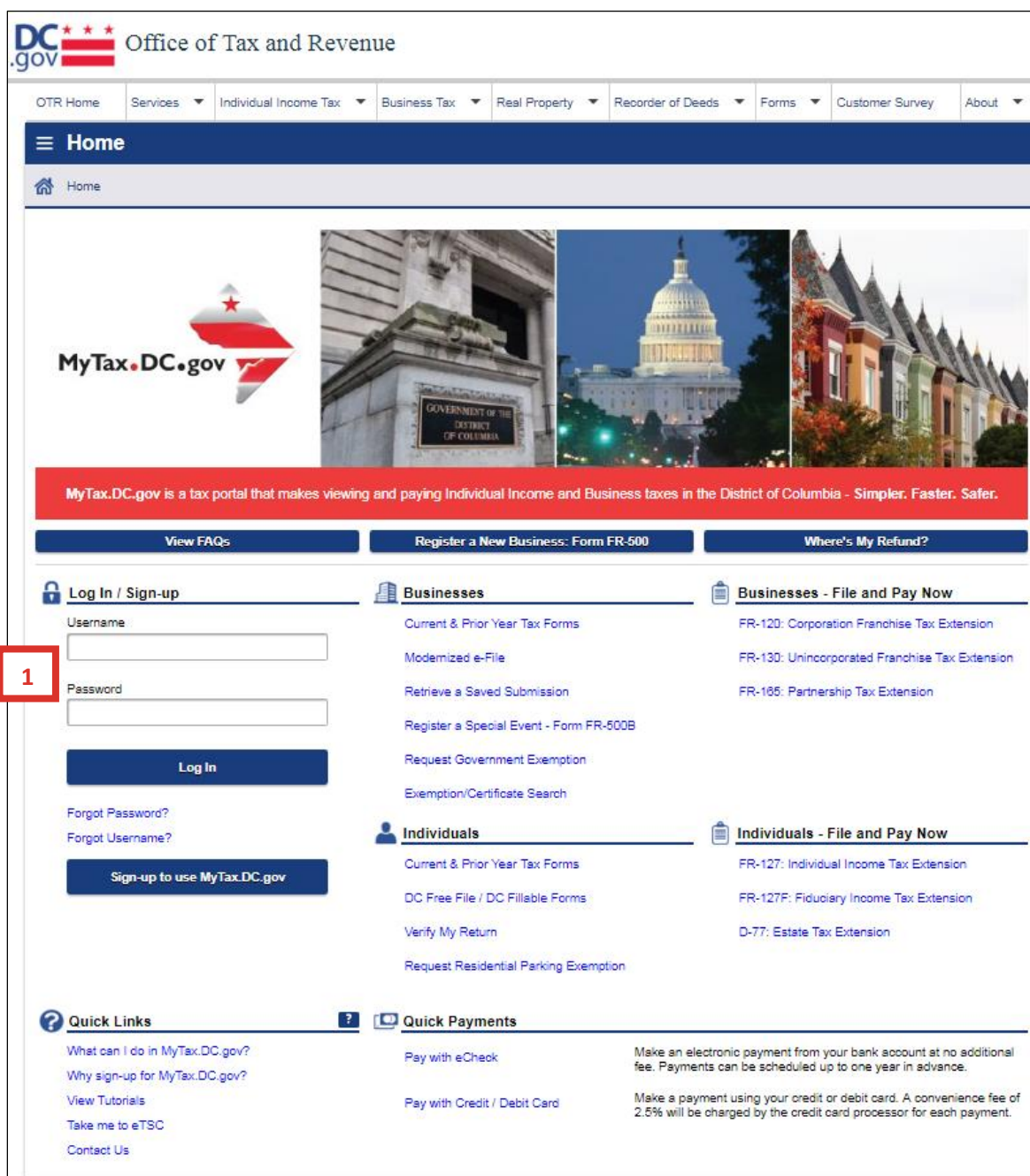


# MyTax.DC.gov User Guide:

## How to Store Bank Account Information

Storing your bank account information in [MyTax.DC.gov](https://mytax.dc.gov) makes it faster and simpler to pay your taxes online.



The screenshot shows the MyTax.DC.gov homepage. The header includes the DC.gov logo and 'Office of Tax and Revenue'. A navigation bar contains links for OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. Below this is a 'Home' section with a hamburger menu icon and a home icon. The main content area features a banner with the MyTax.DC.gov logo and three images of DC landmarks. Below the banner is a red bar with the text: 'MyTax.DC.gov is a tax portal that makes viewing and paying Individual Income and Business taxes in the District of Columbia - Simpler. Faster. Safer.' Below this are three buttons: 'View FAQs', 'Register a New Business: Form FR-500', and 'Where's My Refund?'. The main content is divided into three columns. The left column is titled 'Log In / Sign-up' and contains a red box with the number 1, a 'Username' input field, a 'Password' input field, a 'Log In' button, and links for 'Forgot Password?' and 'Forgot Username?'. Below these is a 'Sign-up to use MyTax.DC.gov' button. The middle column is titled 'Businesses' and contains links for 'Current & Prior Year Tax Forms', 'Modernized e-File', 'Retrieve a Saved Submission', 'Register a Special Event - Form FR-500B', 'Request Government Exemption', and 'Exemption/Certificate Search'. The right column is titled 'Businesses - File and Pay Now' and contains links for 'FR-120: Corporation Franchise Tax Extension', 'FR-130: Unincorporated Franchise Tax Extension', and 'FR-165: Partnership Tax Extension'. Below these columns are two more sections: 'Individuals' and 'Individuals - File and Pay Now'. The 'Individuals' section contains links for 'Current & Prior Year Tax Forms', 'DC Free File / DC Fillable Forms', 'Verify My Return', and 'Request Residential Parking Exemption'. The 'Individuals - File and Pay Now' section contains links for 'FR-127: Individual Income Tax Extension', 'FR-127F: Fiduciary Income Tax Extension', and 'D-77: Estate Tax Extension'. At the bottom, there are two sections: 'Quick Links' and 'Quick Payments'. The 'Quick Links' section contains links for 'What can I do in MyTax.DC.gov?', 'Why sign-up for MyTax.DC.gov?', 'View Tutorials', 'Take me to eTSC', and 'Contact Us'. The 'Quick Payments' section contains links for 'Pay with eCheck' and 'Pay with Credit / Debit Card', each with a brief description of the payment method.

1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.

**Home** Welcome, John Taxpayer Log Off

Home

**Logon** Settings Alerts **2** I Want To More...

bsndemo2  
John Taxpayer  
john.taxpayer@dc.gov  
+1 (202) 555-5555  
Last logged on 23-Oct-2017  
Balance: \$0.00

There are 4 unread messages  
Add your NAICS Code

View My Web Profile  
Register a New Tax Account  
Send OTR a message  
Manage payments and returns  
View FAQ's

Accounts Submissions Correspondence Names and Addresses Logons Exemptions

**Accounts** More...

Filter

Fiduciary Tax	150-001279036	COTHRAN GENERAL CONTRACTORS	\$0.00
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Register a New Tax Account

2. Under the **I WANT TO** section, click **View My Web Profile**.

**Logon Settings** Welcome, John Taxpayer Log Off

Home > Logon Settings

Logon Settings Account **3** Payment Methods Go Paperless

**Logon** Edit Alerts I Want To

bsndemo2  
John Taxpayer  
john.taxpayer@dc.gov  
+1 (202) 555-5555  
Access: Administrator  
Authentication: Disabled

There are no alerts

Change password  
Cancel online access  
Manage additional logons  
View FAQ's

**Current Log On Activity** **Last Log On Activity** More...

24-Oct-2017 08:59:22 There is no activity	23-Oct-2017 15:31:57 There is no activity
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3. On your user profile page, click the **Payment Methods** tab.

The screenshot shows the 'Logon Settings' page with a dark blue header. The user is logged in as 'John Taxpayer'. The breadcrumb trail is 'Home > Logon Settings'. The 'Payment Methods' tab is selected. Below the tab, there is a 'Filter' input field and a list of payment methods. One method is listed: 'COTHRAN GENERAL CONTRACTORS - 00029-31104'. A red box with the number '4' highlights the '+ Setup new payment channel' link.

4. On the **Payment Methods** page, click **Setup new payment channel**.

The screenshot shows the 'Add Payment Method' page. The header has a red box with the number '5' next to the 'Add Payment Method' title. The breadcrumb trail is 'Home > Logon Settings > Add Payment Method'. The page is divided into two main sections: 'Payment Method' and 'Bank Account'. In the 'Payment Method' section, the 'Type' dropdown is set to 'Direct Debit - US Bank'. In the 'Bank Account' section, there are several required fields: 'Bank Account Type' (dropdown), 'Routing Number', 'Account Number', and 'Confirm Account Number'. There are also 'Use default name' buttons (No/Yes) and a 'Name' text field. A red box with the number '5a' highlights the 'Bank Account Type' dropdown. A red box with the number '5b' highlights the 'Routing Number' field. A red box with the number '5c' highlights the 'Yes' button for 'Use default name'. A red box with the number '5d' highlights the 'Save' button.

5. From the **Add Pay Method** page, store your bank account information to use for future tax payments.
- Use the drop down menu to select the bank account type (e.g. checking, savings).
  - Enter your bank's routing and account number in the designated fields.
  - Answer yes or no to **Use default name**. Choose to name your stored bank account by entering a name in the field provided under **New Name**.
  - Click the **Save** button to store your bank account.

**BANK OF AMERICA N.A. - \*5555** Welcome, John Taxpayer Log Off

Home > Logon Settings > BANK OF AMERICA N.A. - \*5555

**Payment Method** [Rename](#) [Accounts Using This Payment Channel](#)

BANK OF AMERICA N.A. - \*5555 No accounts are using this payment channel

For: COTHRAN GENERAL CONTRACTORS

Direct Debit - US Bank

BANK OF AMERICA N.A.

Checking **6**

Routing: 026009593

Account: \*\*\*\*5555

[Remove this payment channel](#)

6. Your bank account information is stored in your [MyTax.DC.gov](https://mytax.dc.gov) profile.

To verify your bank account information stored successfully, follow the below steps.

**Home** Welcome, John Taxpayer Log Off

Home

**Logon** [Settings](#) [Alerts](#) **1** [I Want To](#) [More...](#)

bsndemo2

John Taxpayer  
john.taxpayer@dc.gov  
+1 (202) 555-5555  
Last logged on 24-Oct-2017  
Balance: \$0.00

There are 4 unread messages

Add your NAICS Code

[View My Web Profile](#)

[Register a New Tax Account](#)

[Send OTR a message](#)

[Manage payments and returns](#)

[View FAQ's](#)

**Accounts** [Submissions](#) [Correspondence](#) [Names and Addresses](#) [Logons](#) [Exemptions](#)

**Accounts** [More...](#)

Filter

<a href="#">Fiduciary Tax</a>	150-001279036	COTHRAN GENERAL CONTRACTORS	\$0.00
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[Register a New Tax Account](#)

1. Under the **I WANT TO** section, click **View My Web Profile**.

The screenshot shows the 'Logon Settings' page for a user named John Taxpayer. The page has a dark blue header with the title 'Logon Settings' and a 'Log Off' button. Below the header is a breadcrumb trail: 'Home > Logon Settings'. A horizontal tab bar contains four tabs: 'Logon Settings', 'Account', 'Payment Methods', and 'Go Paperless'. The 'Payment Methods' tab is highlighted with a red box containing the number '2'. Below the tabs, there are three main sections: 'Logon', 'Alerts', and 'I Want To'. The 'Logon' section shows user details for 'bsndemo2', including the name 'John Taxpayer', email 'john.taxpayer@dc.gov', phone '+1 (202) 555-5555', access level 'Administrator', and authentication status 'Disabled'. The 'Alerts' section shows a checkmark and the text 'There are no alerts'. The 'I Want To' section has links for 'Change password', 'Cancel online access', 'Manage additional logons', and 'View FAQ's'. At the bottom, there are two sections for logon activity: 'Current Log On Activity' and 'Last Log On Activity', both showing a timestamp of '24-Oct-2017' and the status 'There is no activity'.

2. On your user profile page, click the **Payment Methods** tab.

The screenshot shows the 'Logon Settings' page with the 'Payment Methods' tab selected. The tab bar now shows 'Logon Settings', 'Account Settings', 'Payment Methods', and 'Go Paperless'. The 'Payment Methods' section has a 'Filter' input field. Below it, a list of payment methods is displayed. The first entry is 'COTHRAN GENERAL CONTRACTORS - 00029-31104'. The second entry is 'BANK OF AMERICA N.A. - \*5555', which is highlighted with a red box containing the number '3'. To the right of this entry, it says 'No accounts are using this payment channel'. At the bottom of the list, there is a link '+ Setup new payment channel'.

3. The link to the stored payment method displays. Click on the link to display details of the stored bank account.